

23 February 1979

Classification Review Procedure

CRP 79-12

HANDLING OF DOCUMENTS STAPLED TOGETHER

1. Documents stapled together are being encountered with increasing frequency, and there is some confusion as to whether they are to be treated as one document or several.

2. If the material is an agenda with listed attachments for discussion at a meeting, correspondence with listed or specifically noted attachments or enclosures, or a report transmitting a bulkier document, the material constitutes one document. In fact, any of the above without the attachments is an incomplete document. (See CRP 79-11.) In addition, entire folders or boxes in certain record groups may be designated as single documents, such as the case files. (See CRP 79-9.)

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3. In all other cases, documents stapled together, even though they concern the same subject, should be treated as separate documents, and a data input form should be made out for each one. Documents stapled together by the RMO for whatever reason should not be separated, however. Transmittal forms or routing slips scattered throughout such material are not permanent documents and should be removed unless they contain substantive information, in which case they become part of the documents to which they are attached.

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Chief,
Classification Review Group